

Report Date: 09 Jun 2014

Summary Report for Individual Task
805C-LF5-1219
Operate a Postage Meter Machine
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD7 - This product/publication has been reviewed by the training/educational developers in coordination with the [installation/activity name] FD authority. This product is NOT releasable to students from foreign countries.

Condition: You are assigned as a Postal Finance Clerk in a Military Post Office and required to operate a postage meter machine without violating tolerance rules while preventing loss or mismanagement of postal funds with the following: 1. Ascending and descending postage meter register readings at the beginning of the business day. 2. Ascending and descending postage meter register readings at the end of the business day. 3. PS Form 3602-PO (Postage Collected Through Post Office Meter). 4. Unused postage meter tape(s). 5. Information regarding the postage meter head. 6. Access to Department of Defense (DoD) 4525.6-M Postal Manual. This task should not be trained in MOPP 4.

Standard: Operate a postage meter machine without error and filled out the PS Form 3602-PO without having to make corrections.

Special Condition: None

MOPP 4: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Sign for Postage Meter Head from COPE on PS Form 3602-PO (Postage Collected Through Post Office Meter) verifying beginning ascending and descending amounts.
2. Initial PS Form 3602-PO on Meter Operator line and ensure the COPE initials the Supervisor line.
3. Maintain the triplicate copy of PS Form 3602-PO until the end of the business day.
4. Secure postage meter head on the meter base.
5. Change date.
6. Print "Zero" tape.
 - a. Verify the date and legibility of print.
 - b. Affix tape to the triplicate copy of PS Form 3602-PO.
7. Calculate the amount of postage due for the article(s).
8. Collect the required amount of postage and fee(s) required for the article(s).
9. Print postage meter tape(s).
10. Affix the postage meter tape(s) to the parcel(s) or letter(s) in the presence of the mailer at the time of transaction.
11. Affix all unused meter tapes to the triplicate copy of the 3602-PO and turn in to the COPE at the end of the business day.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

Evaluation Preparation: Supervisors may evaluate a Soldier's performance on the job. The Soldier should perform the task using the materials which appear in the above CONDITIONS statement. When the Soldier completes the task, score the Soldier PASS (P) or FAIL (F) on each performance measure.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Signed for Postage Meter Head from COPE on PS Form 3602-PO (Postage Collected Through Post Office Meter) verifying beginning ascending and descending amounts.			
2. Initialed PS Form 3602-PO on Meter Operator line and ensured the COPE initialed the Supervisor line.			
3. Maintained the triplicate copy of PS Form 3602-PO until the end of the business day.			
4. Secured postage meter head on the meter base.			
5. Changed date.			
6. Printed "Zero" tape.			
7. Calculated the amount of postage due for the article(s).			
8. Collected the required amount of postage and fee(s) for the article(s).			
9. Printed postage meter tape(s).			
10. Affixed the postage meter tape(s) to the parcel(s) or letter(s) in the presence of the mailer at the time of transaction.			
11. Affixed all unused meter tapes to the triplicate copy of the 3602-PO and turned them in to the COPE at the end of the business day.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
1.	DOD 4525.6-M	DoD Postal Manual	Yes	No
1.	USPS FORM 3602-PO	Postage Collected through Post Office Meter	Yes	No
10.	DOD 4525.6-M	DoD Postal Manual	Yes	No
10.	USPS FORM 3602-PO	Postage Collected through Post Office Meter	Yes	No
11.	DOD 4525.6-M	DoD Postal Manual	Yes	No
11.	USPS FORM 3602-PO	Postage Collected through Post Office Meter	Yes	No
2.	DOD 4525.6-M	DoD Postal Manual	Yes	No
2.	USPS FORM 3602-PO	Postage Collected through Post Office Meter	Yes	No
3.	DOD 4525.6-M	DoD Postal Manual	Yes	No
3.	USPS FORM 3602-PO	Postage Collected through Post Office Meter	Yes	No
4.	DOD 4525.6-M	DoD Postal Manual	Yes	No
5.	DOD 4525.6-M	DoD Postal Manual	Yes	No
6.	DOD 4525.6-M	DoD Postal Manual	Yes	No
7.	DOD 4525.6-M	DoD Postal Manual	Yes	No
8.	DOD 4525.6-M	DoD Postal Manual	Yes	No
9.	DOD 4525.6-M	DoD Postal Manual	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert of ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and

weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-LF5-1212	Maintain Stamp Stock	805C - Adjutant General (Individual)	Delete

Supported Individual Tasks :

Task Number	Title	Proponent	Status
805C-LF5-1201(Step: 3.)	Accept Domestic Mail	805C - Adjutant General (Individual)	Approved
805C-LF5-1526(Step: 3.)	Report Suspected Postal Incidents	805C - Adjutant General (Individual)	Approved
805C-LF5-1205(Step: 4.)	Accept Domestic Mail Requiring Special Services	805C - Adjutant General (Individual)	Approved
805C-LF5-1526(Step: 4.)	Report Suspected Postal Incidents	805C - Adjutant General (Individual)	Approved

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
ASI F5 - Postal Operations	Any	Duty Pos: UJU